

COMHELTACWINGPACINST 3750.4B
N45
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COMHELTACWINGPAC INSTRUCTION 3750.4B

Subj: PRE-MISHAP PLAN

Ref: (a) OPNAVINST 3750.6R
(b) OPNAVINST 5102.1C
(c) OPNAVINST 5100.23E
(d) OPNAVINST 5100.19D
(e) OPNAVINST 3100.6G
(f) OPNAVINST 3750.16B
(g) OPNAVINST 4790.2H
(h) COMNAVAIRPACINST 3750.1G
(i) COMNAVAIRPACINST 3750.16L
(j) COMNAVAIRPACINST 3750.17K
(k) NASNIINST 3750.5G
(l) OPNAVINST 5420.109
(m) NAVAIR 00-80T-67
(n) NWP 3-50.1
(o) MILPERSMAN 4210100
(p) MILPERSMAN 4210140
(q) JAGINST 5800.7C
(r) COMHELTACWINGPACINST 1601.1E

Encl: (1) Wing CDO Mishap Checklist
(2) Initial Mishap Notification Worksheet
(3) Mishap/Casualty Recall Bill
(4) On Duty Non Aviation Mishap Reporting Timeline
(5) Motor Vehicle Mishap Reporting Guidelines
(6) Off-Duty Mishap Reporting Guidelines

1. Purpose. To provide guidance and required actions for reporting and investigating aviation and non-aviation related mishaps involving COMHELTACWINGPAC assigned aircraft or personnel.

2. Cancellation. COMHELTACWINGPACINST 3750.4A.

3. Discussion. Prompt, accurate and detailed investigations and reports of mishaps are the direct responsibility of each command. These reports function as lessons learned and serve as primary factors in the successful prevention of further mishaps. References (a) through (r) contain specific instructions, procedures and policies for the reporting and investigation of aircraft and non-aircraft mishaps and personnel casualties. Squadrons shall tailor their own aviation pre-mishap plan to their operating environments using the examples of squadron level pre-mishap plans provided on the Safety Center website (www.safetycenter.navy.mil).

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4. Action. This pre-mishap plan shall serve as a supplement to facilitate the completion of the requirements outlined in references (a) through (r).

a. General.

(1) Any person having knowledge of overdue aircraft, damaged aircraft or equipment, or injury to personnel shall report such facts to the COMHELTACWINGPAC Command Duty Officer immediately.

(2) All personnel responsible for mishap or casualty reporting shall familiarize themselves with references (a) through (q).

(3) The names of individuals involved in a mishap or casualty shall not be released, except to authorized naval authorities, without the expressed permission of Commander, Helicopter Tactical Wing, U.S. Pacific Fleet.

(4) Appointment of the senior member for Aircraft Mishap Boards (AMBs) investigating Class "A" mishaps will be made by the Wing Commodore in accordance with reference (a). In the event that an investigating officer is desired or directed from outside of the parent command, the Wing Commodore will serve as the appointing authority. Squadrons shall initiate and conduct JAG investigations, as required.

b. COMHELTACWINGPAC Command Duty Officer.

(1) Enclosure (1) is provided as a quick reference tool for the COMHELTACWINGPAC Command Duty Officer (CDO) and shall be included in the CDO Binder. The CDO may be the first to be informed of a mishap or personnel casualty. He/she shall fill out the required information in enclosure (2) and immediately contact the squadron involved, if applicable. The squadron will then assume all reporting requirements.

(2) He/she shall notify all required individuals listed on the recall list (enclosure (3)). The CDO shall assist the squadron as necessary and until relieved by the Staff Aviation or Ground Safety Officer, as appropriate.

(3) In the event of a COMHELTACWINGPAC staff casualty or injury, the CDO will commence the appropriate procedures outlined in reference (r).

(4) In the event of a ground mishap, the CDO shall contact the Ground Safety Officer and commence procedures outlined in references (b) and (c). Enclosures (4) through (6) provide guidelines and reporting timelines for such mishaps.

(5) Reference (h) directs the senior commander present (i.e. ship's Commanding Officer or Wing Commander) to report to COMNAVAIRPAC (in the form of an OP immediate precedence personal for message within 24 hours) all significant information concerning any major aviation mishap (Class "A" or one having media interest). The CDO shall draft an OP immediate precedence personal for message detailing significant operational and environmental factors, actual or probable cause factors, applicable procedures in effect at the time of the mishap, and preventative actions and recommendation as a result of the mishap. The lack of details is not justification for submission delay beyond the deadline of 24 hours.

c. Squadron personnel.

(1) Squadron Safety Officers shall review unit pre-mishap plans and ensure that mishap reporting checklists include the requirement to contact COMHELTACWINGPAC at the earliest opportunity following initial OPREP-3 reporting requirements and unit level notifications. Squadron Safety Officers shall ensure accurate phone numbers are listed for COMHELTACWINGPAC and other activities and conduct periodic training involving post-mishap responsibilities. Training shall be conducted in accordance with reference (a) and at a minimum of once quarterly.

(2) In the event of a major aviation mishap, squadrons shall provide all significant operational and environmental factors, actual or probable cause factors, applicable procedures in effect at the time of the mishap and subsequent preventative actions and recommendation as a result of the mishap to the COMHELTACWINGPAC Command Duty Officer as soon as possible.

(3) Procedures for investigating and reporting non-aviation related mishaps involving personnel injury/death, material damage, motor vehicle, explosive or diving mishaps shall be completed in accordance with references (b) and (c). The squadron shall notify the Wing Safety Office of all incidents and include COMHELTACWINGPAC as an information addressee on any mishap report sent. In addition, the squadron shall notify the Wing Commander of all mishaps warranting a unit SITREP or OPREP. Enclosures (4) through (6) provide reporting guidelines and timelines for such mishaps.

(4) Following all Class "A" aviation mishaps, squadrons shall at a minimum conduct a Human Factors Board in accordance with reference (a) prior to returning aircrew to a flight status. In accordance with reference (1), a Field Naval Aviator Evaluation Board shall be convened for all Class A and B mishaps except in those cases where the aircrew's performance is not in question. See reference (a) for details on how to submit waivers.

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(5) For major mishaps occurring on ships other than carriers, in accordance with reference (h), Commander, Naval Surface Force, U.S. Pacific Fleet (SURFPAC) shall be included in the routing of Helicopter Mishap Reports. Also, Mishap Data Reports and Safety Investigation Reports of helicopter accidents that occur onboard air-capable ships that involve aircraft assigned to them shall include the ship's operational chain of command and type commander as action addressees. The ship's type commander shall be included as information addressees on all helicopter hazard reports that occur during deployment.

(6) In accordance with reference (j), CINCPACFLT N00, N327, N466 shall be information addressees on all Class "A" Mishap Data Reports and Safety Investigation Reports and endorsements.

d. COMHELTACWINGPAC Safety Officer. The Wing Safety Officer shall ensure Squadron Safety Officers train their wardrooms and watchstanders on the procedures to be followed in the event of a ground or aviation mishap in accordance with references (a) through (r).


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Distribution:
COMHELTACWINGPACINST 5216.1D
List I and II

WING CDO MISHAP CHECKLIST

Step 1. Use the Initial Mishap Notification Worksheet (enclosure 2) to obtain as much information as possible on an incident.

Step 2. Immediately contact the squadron involved.

Note: The OPREP-3 report, if required, should be sent by the first military organization to become aware of the mishap. If one has already been sent, the requirement is met. However, if one has not been sent, consult Tab 16 of reference (r).

Note: If the SAR effort has not commenced, consult Tab 4 of reference (r) and start at Step 2 for commencing a SAR in the SOCAL area. If the mishap occurred outside of the SOCAL area, contact the nearest military installation and request assistance.

Step 3. Execute the Mishap/Casualty Recall Bill (enclosure 3).

MISHAP/CASUALTY RECALL BILL

1. The Command Duty Officer must ensure the following people are notified expeditiously following an aviation or ground mishap. (Phone numbers are available in the Wing Social Roster in the CDO Binder.)

2. When the party answers, identify yourself and pass: "The staff is involved in a recall called by the Commander. Please report to the office." Do not contact the residence of anyone involved in the mishap/casualty. If the person is not home leave a message for them to contact the Duty Officer immediately. Do not discuss details of any incident.

Wing Safety Officer

Chief Staff Officer

Commander

Wing Operations

Admin Officer

Wing Maintenance

Command Master Chief

Class Desk Officer

CNAP Public Affairs Officer

INITIAL NOTIFICATION WORKSHEET

Record all pertinent information using the following checklist.

A. Local Time: _____

B. Date: _____

C. Ship, station, or person reporting mishap:

Name: _____

Military/civilian: _____

Command or address: _____

Phone number: _____

Current location: _____

D. Mishap time and location. Note roads, landmarks, etc.
(include Lat/Long if possible):

E. Aircraft data:

1. Aircraft type: _____
2. Bureau number: _____
3. Modex and side number: _____
4. Extent of damage to the aircraft: _____

or Vehicle Data:

1. Make/model/year: _____
2. License state and number: _____
3. Extent of damage: _____

The following questions may be read directly to the caller:

F. Did you see the mishap? YES/NO (Describe what they saw)

G. What is the condition of scene; was there a fire?

H. Are you aware of any survivors or casualties? _____

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I. Were any civilians involved? YES/NO What is their condition?

J. Were military personnel involved? YES/NO What is their condition?

K. Are the fire department or police on scene? _____

L. Is there an emergency medical unit on the scene? _____

M. Are there any other aircraft airborne in the area? _____

N. Do you know if a SAR has been initiated? _____

O. Can you describe any property or equipment damage?

P. Any assistance required? (Unit or agency): _____

Q. Has anyone else been notified? _____

R. Describe the weather at the crash site. _____

S. Will you be able to direct emergency vehicles to the scene?

Define a meeting point: _____

T. If the caller is military, has an OPREP-3 been sent? YES/NO

DTG if available _____

U. Record any other information: _____

V. Ensure you have a name and phone number of the caller: _____

**** Verify the call by calling the caller back immediately,
be courteous and tactful.*****

ON DUTY NON AVIATION MISHAP REPORTING TIMELINE

Note: See Enclosure (4) for mishaps involving motor vehicles and enclosure (5) for off-duty mishaps (recreation, athletic and home).

CLASS OF MISHAP	REPORTING TIME	REFERENCE
Class A - Property damage of over \$1,000,000 or an injury or occupational illness results in a fatality or permanent total disability.	Telephone - Immediately notified CHTWP and CNAP. Within 8 hours to COMNAVSAFECEN (DSN) 564-3520 or (COM) (757) 444-3520, Priority Message - within 48 hours to CNO (N45), COMNAVSAFECEN (Code 49) and the chain of command.	OPNAVINST 5100.23E, 1408 OPNAVINST 5100.23E, 1408 and Appendix 14-D
Class B - Property damage of \$200,000 - \$1,000,000 or an injury or occupational illness results in permanent partial disability; or three or more personnel are inpatient hospitalized.	Telephone - Immediately notified CHTWP AND CNAP. Within 8 hours to COMNAVSAFECEN (DSN) 564-3520 or (COM) (757) 444-3520, Priority Message - within 48 hours to CNO (N45), COMNAVSAFECEN (Code 49) and the chain of command.	OPNAVINST 5100.23E, 1408 OPNAVINST 5100.23E, 1408 and Appendix 14-D
Class C - Property damage of \$20,000 - \$200,000; a non-fatal injury that causes any loss of time from work beyond the day or shift on which it occurred; or a non-fatal illness or disease that causes loss of time from work or disability at any time (lost time case).	Not normally reportable but recordable; however, if there is a lesson to be learned , as with a near miss, a report should be submitted to the Naval Safety Center using Safetygram (OPNAV 5102/4).	OPNAVINST 5100.23E, Appendix 14-B
Class D - The resulting total cost of property damage is less than \$20,000, or a non-fatal injury (no lost time or first aid case) that does not meet the criteria of a Class C mishap.	Not normally reportable but recordable; however, if there is a lesson to be learned , as with a near miss, a report should be submitted to the Naval Safety Center using Safetygram (OPNAV 5102/4).	OPNAVINST 5100.23E, Appendix 14-B

MOTOR VEHICLE MISHAP REPORTING PROCEDURES
(REF: OPNAVINST 5102.1C CH-1, CHAPTER 6)

Motor vehicle mishaps, government and private, are to be reported as per this reference. The following apply:

- Military on or off-duty; civilians **on-duty only**.
- Telephone report is required within 8 hours for civilian fatalities in a Govt. Motor Vehicle due to OSHA requirement, (800)321-6742 or TTY (877)889-5627.
- Priority message reports are required within 48 hours of the mishap for the following conditions:
 - One or more fatalities of Navy personnel up to six months after the date of the occurrence.
 - Any mishap involving Navy personnel resulting in inpatient hospitalization of 5 or more OR a mishap involving both Navy and non-Navy personnel resulting in the hospitalization of 5 or more personnel.
 - Motor Vehicle Report in Appendix C is still required.
- Class A or B mishaps require chain of command as information addressees.
- Use report format OPNAV 5102-4(MV) found in Appendix C.
- Reports must be released to the Naval Safety Center within 30 calendar days.

Note: See paragraph 603 of Chapter 6 for exceptions.

OFF-DUTY MISHAP REPORTING PROCEDURES

(REF: OPNAVINST 5102.1C CH-1)

Off-duty mishaps - Recreation, Athletic, and Home - are to be reported as per this reference. The following apply:

- Military personnel only (not required for civilian).
- Telephone report is not required.
- Priority message reports (Appendix A) are required within 48 hours of the mishap for the following conditions:
 - One or more fatalities of Navy personnel up to six months after the date of occurrence.
 - Any mishap involving Navy personnel resulting in inpatient hospitalization of 5 or more OR a mishap involving both Navy and non-Navy personnel resulting in the hospitalization of 5 or more personnel.
- Class A or B mishaps require chain of command as information addressees.
- Use report format, OPNAV 5102-1 (PID-Personnel Injuries/Deaths) found in Appendix A.
- If a mishap involves both injury/death and property damage, submit one consolidated report in accordance with Appendix A. Complete Section Bravo also.
- Reports must be released to the Naval Safety Center within 30 calendar days.

Encl (6)